

Downloading the Application

Download **Kronos Mobile** to your smartphone device. From an **iPhone**, go to **App Store** and search for **Kronos Mobile**. Download the free application. Once the application has been downloaded, you will need the following URL:

<https://estartmobile.alabama.gov/wfc>

Your username and password is the same that you use to login to eSTART at your computer.

Note: You must be approved and have a mobile license applied to your eSTART account in order to use this application. For more information, please contact your Agency Administrator.

Performing Manager Tasks

Main Screen Overview

Logging On
When you start the Workforce Mobile Application, your device connects to your organization's Workforce Central server, using an IP address you supply. You can then log on using your existing Workforce Central credentials.

Tasks
Simply tap a task to drill down and view its details. Depending on your role, some tasks may not be accessible.

Refresh
Tap to update the screen with the latest data from the server. It's a good idea to refresh after making edits.



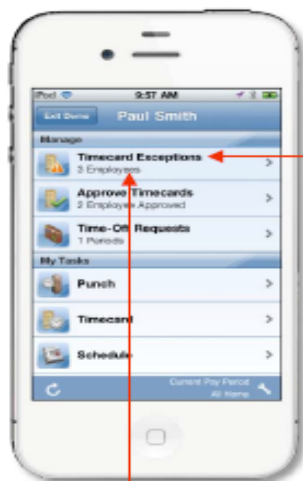
GET THE APP

Workforce Mobile Employee and Workforce Mobile Manager are licensed products, but anyone can download and try out the Workforce Mobile application – check your device's App Store to get it.

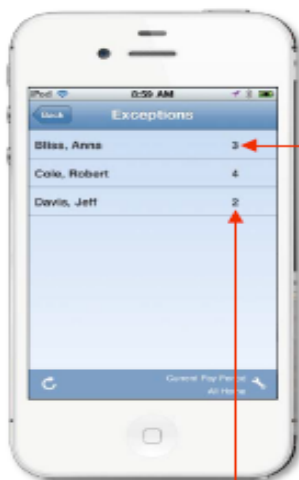
Alerts
Certain tasks display a summary message to alert you that your attention is needed. Tap the task to see the details and address the situation.

Context
Tap to change the Time Period you are viewing, as well as the group of employees you are viewing (if you are a manager). All information you view will be in this context until you change it.

Manage Timecard Exceptions



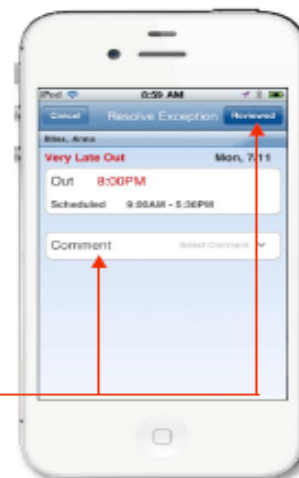
Timecard Exceptions Alert
The Alert under Timecard Exceptions tells you how many employees have exceptions that need your review.



Exception Count
The number next to each employee's name tells you how many un-reviewed exceptions that employee has.



Resolving Exceptions
Some exception types, such as missed punches, can be resolved in Workforce Mobile. Tap the exception and select a time. Other types of exceptions must be resolved from your PC.



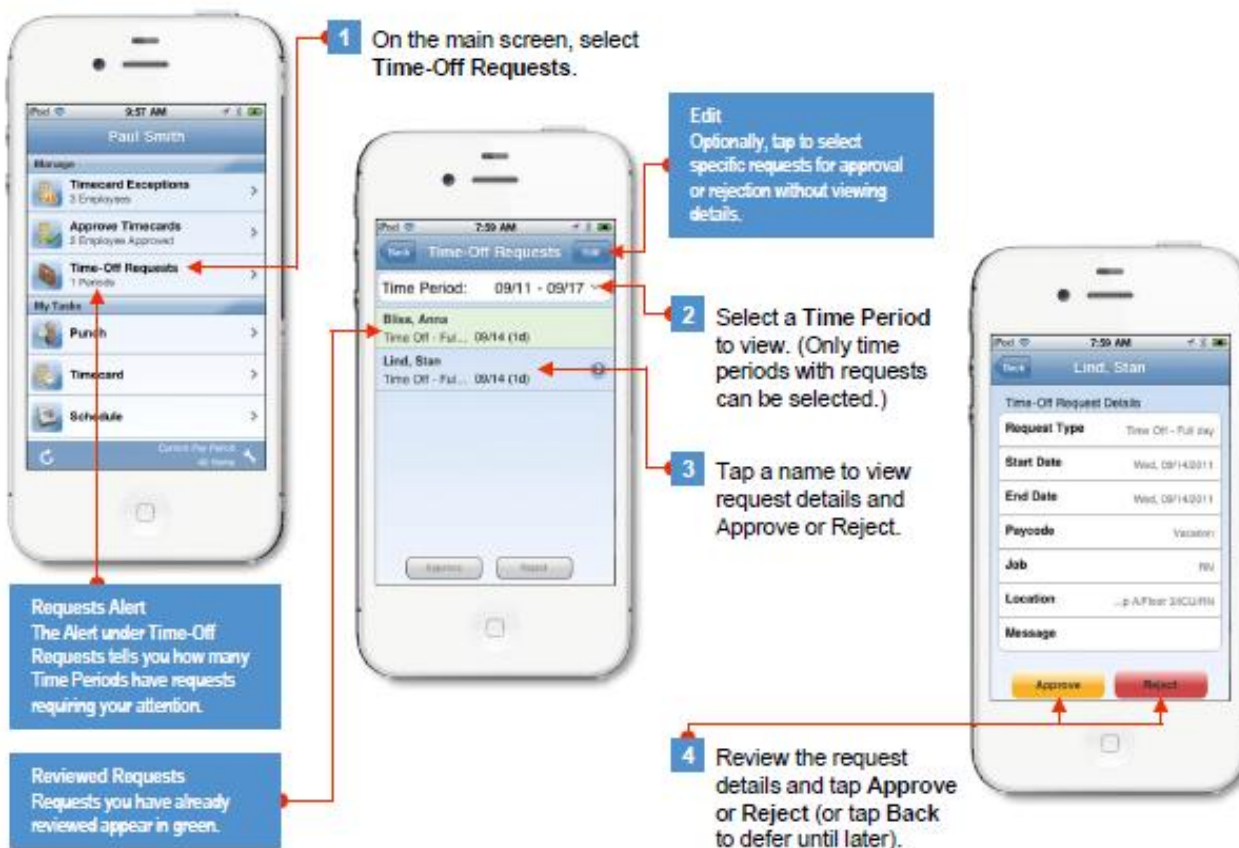
1 On the main screen, select **Timecard Exceptions**.

2 Tap a name to view that employee's exceptions.

3 Tap an exception to review its details.

4 Optionally, select a **Comment**.
To mark the exception Reviewed, tap **Reviewed** (or tap **Cancel** to defer until later).

Manage Time-Off Requests



1 On the main screen, select Time-Off Requests.

2 Select a Time Period to view. (Only time periods with requests can be selected.)

3 Tap a name to view request details and Approve or Reject.

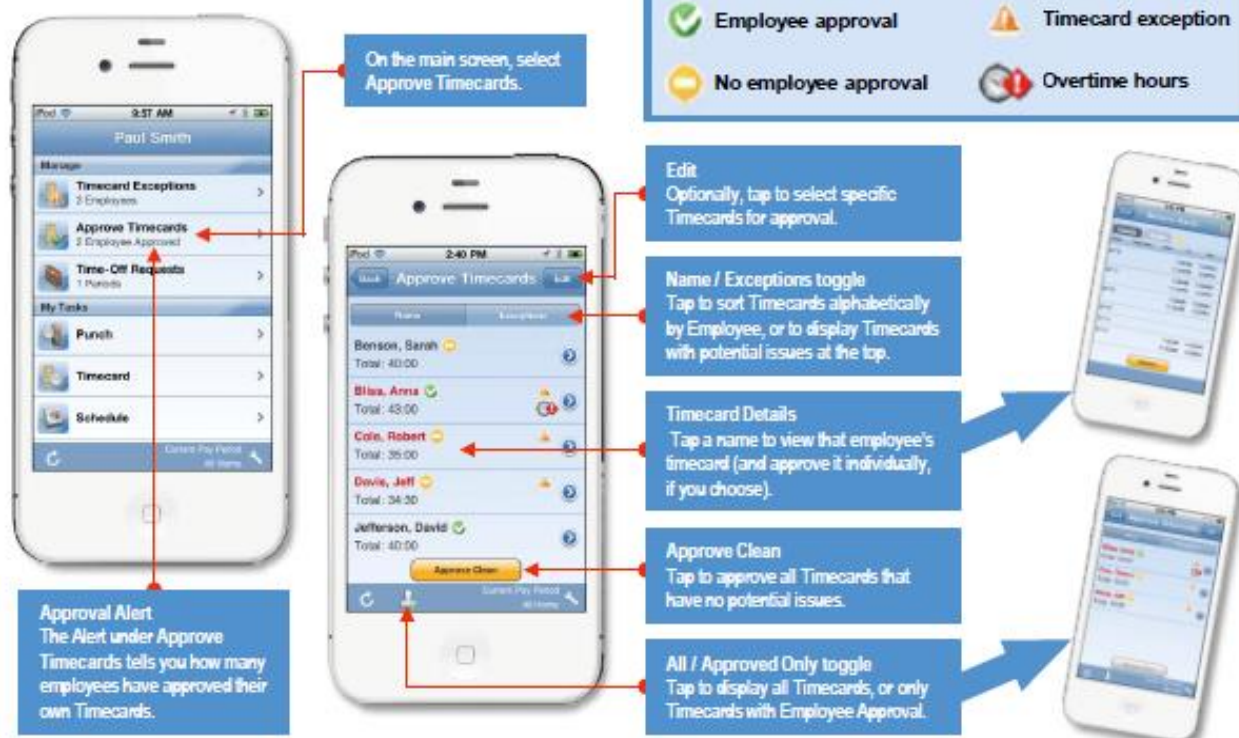
4 Review the request details and tap Approve or Reject (or tap Back to defer until later).

Edit
Optionally, tap to select specific requests for approval or rejection without viewing details.

Requests Alert
The Alert under Time-Off Requests tells you how many Time Periods have requests requiring your attention.

Reviewed Requests
Requests you have already reviewed appear in green.

Approve Timecards



On the main screen, select Approve Timecards.

Employee approval (Green checkmark icon)
No employee approval (Yellow circle with exclamation mark icon)
Timecard exception (Orange triangle with exclamation mark icon)
Overtime hours (Red circle with exclamation mark icon)

Edit
Optionally, tap to select specific Timecards for approval.

Name / Exceptions toggle
Tap to sort Timecards alphabetically by Employee, or to display Timecards with potential issues at the top.

Timecard Details
Tap a name to view that employee's timecard (and approve it individually, if you choose).

Approve Clean
Tap to approve all Timecards that have no potential issues.

All / Approved Only toggle
Tap to display all Timecards, or only Timecards with Employee Approval.

Approval Alert
The Alert under Approve Timecards tells you how many employees have approved their own Timecards.